

LEGAL

PROGRAMS

2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
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Legal Services

Provides legal advice to the Mayor, City Council, City Manager, Boards and Commissions and City Departments; represents the City and its officers in civil cases; prepares the legislative program for City Council; drafts and approves legal opinions, ordinances, resolutions, contracts and other legal documents.

Appropriation	934,427	896,714	1,013,962	1,040,879
Full Time Equivalent Positions	8	7	7.5	7.5

Departmental Objectives

- Provide effective and efficient legal services for the organization (esp. in areas of Economic Development, Public Safety, and debt financing).
- Monitor changes to the annexation and eminent domain laws.
- Reduce the City's exposure to compliance related issues.
- Develop a process to hold employees accountable and reward for exceptional performance.
- Advocate for legislation that will provide additional funds for transportation needs.
- Provide advice, counsel and representation to the City in civil cases seeking necessary rights of way to maintain City infrastructure.
- Improve the communication and decision-making processes related to legal matters.
- Increase the ability of the City to control and eliminate criminal offenses.
- Provide legal counsel to ensure law enforcement and fire protection effectiveness.
- Provide legal support for bond funding and other debt financing.
- Promote and support a safe and healthy workforce.
- Prepare budget for the Legal Department and share with employees.

PERFORMANCE MEASURES

2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
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Efficiency Measures

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|---|---------|---------|---------|---------|
| • Percent of resolutions and ED contracts drafted or approved within 2 work weeks of request | 90% | 90% | 90% | 90% |
| • Average time it takes to complete ED contract review | 4 days | 4 days | 5 days | 5 days |
| • Turnaround time to prepare paperwork for property nuisance and fire code violation litigation | 21 days | 21 days | 30 days | 30 days |
| • Percent of requests for legal advice responded to in 2 days | 95% | 95% | 90% | 90% |
| • Percent PIRT requests responded to in 2 days or less (the response time includes only simple requests for public records) | 95% | 95% | 75% | 75% |

Effectiveness Measures

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|--|-----|-----|-----|-----|
| • Percent City condemnation actions successfully settled or resolved | 90% | 90% | 90% | 90% |
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BUDGET SUMMARY

2011-12 Actual	2012-13 Budget	2013-14 Adopted	2014-15 Projected
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Expenditures:				
Personnel Costs	767,425	727,705	844,953	871,870
Maintenance & Operations	167,002	169,009	169,009	169,009
Capital Outlay	0	0	0	0
Total	934,427	896,714	1,013,962	1,040,879
Total FTE Positions	8	7	7.5	7.5
Revenues:				
All Other	77	0	0	0
General Fund Contribution	934,350	896,714	1,013,962	1,040,879
Total	934,427	896,714	1,013,962	1,040,879

BUDGET HIGHLIGHTS

- The FY 13-14 Adopted Budget is increasing by 13.1% or approximately \$117,000.
- Funding for half of an Associate General Counsel position is being transferred to the Legal Department from the Nussbaum Housing Partnership Revolving Fund.

